



Motor Vehicle Division
PO Box 13044
Austin, TX 78711-3044
(512) 465-3000 • TOLL-FREE 1-888-368-4689

INDEPENDENT DEALER GENERAL DISTINGUISHING NUMBER INFORMATION

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND MAILING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY YOUR LICENSE.

ALL LICENSES ARE ISSUED FOR A TERM OF TWO YEARS.

IMPORTANT NOTICE TO APPLICANTS

- 1. The following pages guide you through the application step by step. Please read instructions carefully before completing the application and attachments.**
- 2. Make sure that all requirements for a license are met before you submit the application. A license will not be issued until an applicant is in compliance with all requirements.**
- 3. Make sure that each document has your business name and DBA on it.**

1. BUSINESS NAME: Enter ONE of the following:

- a) Your legal name, if applying as a sole proprietor (must match what is shown on your driver's license).
- b) The legal name of each partner, if applying as a partnership (must match what is shown on your driver's license).
- c) The name of the corporation, LLC, LP or LLP if applying as any other type of entity.

*Dealers may not use the words "Lease" or "Leasing" in their business name or DBA unless they are licensed or are applying for a leasing license (as a lessor or lease facilitator).

****Retail** dealers may not use "Wholesale" in their business name or DBA.

2. DBA/ASSUMED NAME: Enter any assumed name(s) you will be using. An assumed name is often called a "DBA," which stands for "Doing Business As."

- a) The assumed name(s) must be registered with the proper authority.
 - i. The proper authority for corporations, LPs, LLPs, and LLCs is the secretary of state.
 - ii. Sole proprietors and general partnerships must register with their county clerk.
- b) The assumed name you list on this application must match the assumed name exactly as it is registered.

3. PHYSICAL ADDRESS: Enter the street number, street name, city, ZIP code and county. Check the appropriate box to tell us whether you lease, sublease or own the property at this physical address.

- a) This is your licensed location. You may not conduct business from any other location(s) unless you are licensed for those locations also.
- b) No more than four retail or eight wholesale dealers may occupy the same business structure or U.S. Postal Service-assigned address.
- c) Wholesale and retail dealers may not share a business structure.
- d) Additional location(s) in the same city – Include a new assumed name certificate if it is different from the assumed name for your main location. The bond must include all physical addresses that will be licensed in the same city limits.
- e) To obtain a license for an additional location **outside the city limits**, you must **file a separate, new application with required attachments. A separate bond is also required.**
- f) The physical address of the dealer's office must be recognized by the U.S. Postal Service or capable of receiving U.S. Mail. Licenses and metal dealer plates will not be mailed to any out-of-state address. NOTE: Verification of the physical address may be required.

CONTINUED →

- 4. MAILING ADDRESS:** Enter your mailing address if it is different from your physical address. This is the address we will use to mail correspondence, licenses, dealer plates, etc. **NOTE: IF MAILING ADDRESS IS OUT OF STATE, YOU MUST PROVIDE AN ALTERNATIVE IN-STATE MAILING ADDRESS TO RECEIVE YOUR LICENSE AND PLATES.**
- 5. BUSINESS TELEPHONE, FAX, & EMAIL:** Enter the telephone number, fax number and email address you will use for your dealership.
- a) A working telephone is required and must be listed in the name under which the dealer does business. This telephone must be answered by a bona fide employee, answering service, or answering machine between the hours of 8 a.m.-5 p.m., Monday through Friday.
 - b) A dealer who conducts business in conjunction with another business (both owned by the dealer with the same business name/DBA) may use the same telephone number and listing for both businesses. If the business name of the dealership differs from that of the other business, a separate telephone listing is required.
 - c) A dealer who conducts business in conjunction with another business **not** owned by the dealer must have a separate telephone number and listing.
 - d) Multiple dealers who occupy the same business location shall each have a separate telephone number and listing.
 - e) Email address for this dealership is required.
 - f) A fax number is optional.
- 6. TAX ID #/EIN:** Enter the IRS-assigned Taxpayer Identification Number (TIN) or Employer Identification Number (EIN). (Sole Proprietors may use Social Security Number (SSN).)
- 7. LICENSE APPLICATION CONTACT PERSON:** List the name, phone number and email address of the contact person for your license application. (Do not leave blank.)
- 8. CATEGORY OF GDN:**
When applying for GDN, you have options for the types of vehicles you deal with. Select only one category. If you are applying for a GDN in more than one category, you must submit a separate application, with all attachments and fees.
- TYPES OF GENERAL DISTINGUISHING NUMBERS (GDN):**
- A. INDEPENDENT MOTOR VEHICLE** – May buy, sell, or exchange any type of used cars and trucks. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motor vehicles only. **Bond is required.**
- B. INDEPENDENT MOTORCYCLE** – May buy, sell, or exchange any type of used motorcycles. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motorcycles only. **Bond is required.**
- C. TRAVEL TRAILER** – May buy, sell, or exchange used travel trailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on travel trailers only. **Bond is not required.**
- D. TRAILER/SEMITRAILER** – May build, buy, sell, or exchange new or used trailers and/or semitrailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on trailers/semitrailers only. **Bond is not required.**
- E. WHOLESALE** – May sell or exchange vehicles with OTHER LICENSED DEALERS ONLY. **Bond is required.**
- a) Are NOT required to have a five vehicle display area.
 - b) May NOT sell vehicles to retail purchasers.
 - c) Wholesale vehicle dealers may buy, sell, or exchange used vehicles, including motor vehicles, motorcycles, and travel trailers. May buy, sell, or exchange new or used trailers and/or semitrailers. May use dealer's temporary tags and metal dealer license plates.

F. WHOLESALE MOTOR VEHICLE AUCTION – May offer vehicles for sale by bid only to licensed dealers at a bona fide auction at a permanent location. May use dealer's temporary tags on motor vehicles only. **Bond is required.**

- a) May not make facilities or GDN available to any other person for the purpose of the sale or auction of vehicles.
- b) May be issued only one GDN wholesale motor vehicle auction for a particular location.
- c) May be issued one additional GDN license for a location that has been issued a GDN wholesale motor vehicle auction license.

G. INDEPENDENT MOBILITY MOTOR VEHICLE (IMMV) DEALER – May buy, sell or exchange mobility motor vehicles. If you are applying for an IMMV dealer license, you must also complete and submit the IMMV Dealer Requirements Affirmation Form in addition to this application. This affirmation form is available on our website at: <http://www.dmv.state.tx.us/whatyouneed/forms/dealer2.htm>. **Bond is required.**

- a) May service or repair the devices installed on mobility motor vehicles at an established and permanent place of business in this state.
- b) Must be certified by the manufacturer of each mobility device that the dealer installs, if the manufacturer offers certification.
- c) Must already possess or have applied for a converter license with the Motor Vehicle Division (MVD). The expiration dates of the IMMV license, the converter license and the bond must be the same.
- d) Is required to maintain insurance requirements, have a welder certification, and be registered with the National Highway Traffic and Safety Administration.
- e) Is required to only sell, or arrange for sale and delivery of new mobility motor vehicles that have been modified to include some type of handicapped mobility device, provided the transaction occurs through or by a franchised dealer of the motor vehicle's chassis line-make.

H. NEW VEHICLE SALES – ONLY FRANCHISED DEALERS MAY SELL NEW MOTOR VEHICLES (INCLUDING TRAVEL TRAILERS). Franchised dealers operate under agreements with manufacturers or distributors to sell new vehicles. If you wish to become a franchised dealer, **DO NOT COMPLETE THIS APPLICATION.** Visit our website to obtain the proper forms.

9. ATTACH ALL REQUIRED DOCUMENTATION: Detailed requirements are contained in this packet and on the application form.

10. ATTACH A CHECK OR MONEY ORDER FOR TOTAL FEES OR COMPLETE THE ENCLOSED CREDIT CARD FORM. NOTE, FEES ARE NON-REFUNDABLE.

- a) The fee for any new GDN is \$700.00. This fee is not prorated.
- b) The fee for each metal dealer license plate is \$90.00.
- c) Metal dealer plates may be applied for with the new application, with a renewal, or any time during the term the GDN is valid, but always expire the same date as the GDN.
- d) There is a limit to the number of plates you may receive. Please see LP703 for Plate Limits. Note: If you submit an overpayment for additional plates, you will not receive a refund.
- e) If paying with a credit card, a \$1.00 fee will be added to each transaction.

11. MAIL THIS FORM WITH ALL FEES AND ATTACHMENTS TO THE APPROPRIATE ADDRESS LISTED ON THE APPLICATION FORM.

- a) If paying by check or money order, do not bring your application to MVD. Applications with checks or money orders must go to PO Box 13044 Austin, Texas 78711-3044 for processing of the fees.
- b) If you wish to overnight your application, be aware that only the U.S. Postal Service delivers overnight mail to post office boxes.
- c) Make sure you mail your application to the correct address for the type of payment you are making. Failure to do so will result in processing delays.

12. – 21. ANSWER THE “YES/NO” questions. Explain any related details on a separate sheet.

ATTACHMENTS TO THE APPLICATION

A. OWNERSHIP AND MANAGEMENT INFORMATION/POWER OF ATTORNEY DESIGNATING AGENT FOR SERVICE – Use included Form LF601.

1) Answer the question pertaining to felony convictions (and charges) truthfully.

- a) Prior convictions may not prevent you from obtaining a license. Answering this question falsely may result in denial of your license and civil penalties.
- b) MVD may investigate applicants answering “Yes” to this question. This investigation may add to your processing time.
- c) You must attach copies of all final court judgments for any convictions.

2) Complete the front and back of the form for the following:

- a) **OWNERS:** list all parties (both business entities and individuals) with any ownership interest in the dealership (this includes sole proprietors) until total ownership indicated equals 100%.
 - 1) If any business entity with ownership interest is publicly held, indicate that on the form. Owners of publicly held businesses (shareholders) need not be listed, but the officers, directors, etc., must be.
- b) **PARTNERSHIPS:** list all partners and appropriate ownership percent.
- c) **CORPORATIONS:** list all corporate officers and directors.

3) SPECIFIC INFORMATION:

- a) Name of Person or Business: enter the first and last name for individuals; list the business name of any business entities.
- b) Title: enter the title. Examples include: President, CEO, Owner, Partner, General Partner, Member, etc.
- c) % of Ownership: for all individuals and businesses listed, enter the percentage of ownership. If the percentage is zero, enter zero. OWNERSHIP PERCENTAGES MUST TOTAL 100%.
- d) Date of Birth: List the date of birth for all individuals listed.
- e) Driver's License # and State for Sole Proprietor or General Partners: enter the driver's license number and issuing state. If the individual does not have a driver's license, enter “NONE.” If the driver's license was issued in a foreign country, provide that information.
- f) SSN / TIN / EIN for Sole Proprietor or General Partners: enter the Social Security Number (SSN), Taxpayer Identification Number (TIN), or Employer Identification Number (EIN), as applicable. If any individual does not have a SSN, attach separate documentation with identifying data for the individual with an explanation as to why they do not have a SSN.
- i) If this is a business, is it PUBLICLY TRADED? If the answer is yes, owners do not need to be listed, but must list officers, directors, partners, managers or members (depending on the type of business entity).

B. PROOF OF IDENTITY: Attach a photocopy of current driver license for at least one of the owner(s) of the dealership, the president of the dealership or the managing partner of the dealership. (If a driver license is not available, you may submit a valid passport or current US Armed Forces Identification Card.)

C. ASSUMED NAME CERTIFICATE: Provide a copy of the assumed name certificate issued by the proper authority. The assumed name(s) must be registered with the proper authority.

- i. The proper authority for corporations, LPs, LLPs, and LLCs is the secretary of state.
- ii. The proper authority for sole proprietors and general partnerships is the county clerk in the county the dealership is located.

The assumed name you list on this application must match the assumed name exactly as it is registered.

D. SURETY BOND:

- 1) A motor vehicle dealer, wholesale motor vehicle dealer, wholesale motor vehicle auction, mobility vehicle dealer or motorcycle dealer who is not licensed as a franchised dealer by MVD must submit a \$25,000 surety bond.
- 2) A separate bond is required for each GDN category.
- 3) The surety bond should be valid for **two years** and must be on forms exactly matching the approved sample in this package. Note: Your lease cannot end prior to the bond's expiration.
- 4) The term of your bond must begin on the **first** day of the month and end on the **last** day of the month.
- 5) The business name in which the GDN is to be issued must be shown on the bond. (The DBA is optional.)
- 6) All information on the bond must exactly match the information on the application. This includes business name, street numbers and names, suite numbers, city, state and ZIP codes.
- 7) Misspellings and typographic errors will invalidate the document.
- 8) If there are any errors on the bond, contact your bonding company or bonding agent to get a rider to correct the errors. Making changes on the document itself will invalidate it.
- 9) **A bond and Power of Attorney must be signed by the dealer or the dealer's authorized representative. It must also be signed by the bonding company or the bonding agent. Make sure all required signatures are on the bond. This is the most common deficiency on new applications.**
- 10) A bond (or bond's rider) must be supported by a power of attorney from the surety company.
- 11) If you are also applying for additional location(s) within the same city limits of your main location, all physical addresses must be listed on the bond.
- 12) Digital seals are allowed only if your bond company has previous authorization from MVD and follows required procedures.

E. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP: A certificate of filing from the secretary of state is acceptable. Attach these if applicable.

F. ADDITIONAL LOCATIONS: For additional locations **within the same city limits** you must include the following:

- 1) Assumed name certificate, if applicable – see Attachment C on page 4 for details.
- 2) The physical address of all supplemental locations must be listed on the bond.
- 3) Phone Number
- 4) Email Address

G. FEES: WHEN YOU HAVE COMPLETED THE APPLICATION FORM AND HAVE GATHERED ALL ATTACHMENTS, SUBMIT BY MAIL TO:

If paying by check/money order:	If paying by credit card*
MOTOR VEHICLE DIVISION PO BOX 13044 AUSTIN, TX 78711-3044	MOTOR VEHICLE DIVISION PO BOX 2293 AUSTIN, TX 78768-2293 *(A \$1.00 fee will be charged.)

APPLICATIONS MAY BE HAND DELIVERED, BUT THAT WILL NOT SPEED UP THE PROCESS AND MAY RESULT IN DELAYS IF PAYING BY CHECK OR MONEY ORDER.

GENERAL INFORMATION:

APPLICATION PROCESSING:

- a) Applications are processed in the order received.
- b) If there are no deficiencies, the license is approved and your license is printed and mailed (along with your dealer plates, if any) to the Texas mailing address listed on your GDN application.
- c) If there are deficiencies, you will be contacted by a licensing specialist:
 - 1. Phone and/or email will be attempted before mailing a list of items to be corrected.
 - 2. Please correct any deficiencies (errors) and return the appropriate documentation.
- d) To be safe, allow at least one month for the processing of your application. Incomplete or inaccurate applications can greatly increase this time estimate.
- e) Make a copy of the application and all attachments that are submitted for your records.
- f) The state comptroller of public accounts' office receives your payment for licensing fees. Your license does not get approved just because fees have been paid and/or cleared the bank. All requirements must be met.

CHANGES TO YOUR LICENSE:

Use an Application to Amend Independent Motor Vehicle Dealer's License (Form LF021) for:

- a) Opening, closing, or moving a dealership to a new location within the same city limits. You must submit the form within 10 days of the opening, closing or relocation.
- b) Adding an additional location. (This means adding an additional, new location within the same city limits as an existing GDN. Attachments are required for each location.)
- c) Changing from wholesale to retail, or retail to wholesale.
- d) Changing the business name or DBA.
- e) Changes to: mailing address, phone number, fax number, and/or contact information.

OTHER CHANGES TO YOUR LICENSE:

- f) Relocating outside the city limits of your original location. **REQUIRES A NEW APPLICATION, FEES, AND ATTACHMENTS—INCLUDING A NEW BOND.**
- g) Changes in business structure (sole proprietor to corporation, etc.,) and changes in ownership/management may require either a new application or an amendment, depending on the circumstances. **Call MVD first to make sure you submit the proper form.** Our toll-free number is: 1-888-368-4689.

LICENSE RENEWAL:

- a) Your license is valid for a maximum of two years.
- b) Renewal fees are \$400 for the GDN and \$90.00 for each metal dealer plate. (NOTE, FEES ARE NON-REFUNDABLE)
- c) MVD will mail you a renewal notice 75 to 90 days prior to license expiration. You should return your renewal notice, required attachments, and the proper fee(s) at least 45 days prior to the license expiration date to ensure that you receive your renewal license and renewal plate stickers before the expiration of the current term.
- d) You are responsible for maintaining your license. If you do not receive your renewal notice, contact MVD to obtain one. You are responsible for updating your mailing address and other contact information.
- e) **There is no grace period for continuing business!** Once your license expires, you may not sell vehicles, transfer titles, etc. Your dealer plates are also expired.
- f) You have 90 days after your license expiration date to submit renewal and late fees.
 - 1. You may not conduct business during this time
 - 2. Failure to file a renewal or correct all renewal deficiencies within 90 days after license expiration will require you to file a new application.

3. This also requires submission of a new bond number. You may not use a bond number from a previously issued license on a new application.
4. There will be a gap in your license term if you have to reapply.
- g) Penalty fees are assessed if your renewal form is received at MVD more than 30 days after expiration. These penalty fees are 50% of the license fee for each 30 days of default.

METAL DEALER PLATES:

- a) Metal dealer plates are valid during the license term and expire at the same time as the GDN.
- b) **PLATE LIMITS** are set by the type of GDN.
 1. For a new application, plate limits are: Auction 0; Wholesale 1; All others 2.
 2. If you are renewing, see TxDMV.gov or Form LF703 for plate allowances.
- c) The fee is \$45.00 per year for each metal dealer plate. If there are more than 12 months remaining on the license term at the time the request for plates is made, the fee is \$90.00 for each plate. (NOTE, FEES ARE NON-REFUNDABLE)
- d) You may order plates with a new application or when renewing your license. You may also order new plates at any time during the license period by submitting an Affidavit and Application for License Plates (Form LF701), available on our website.
- e) Regardless of when you order dealer plates, they ALWAYS expire on the same day as the GDN license.
- f) THERE IS NO GRACE PERIOD when dealer plates expire. (See details under the previous section: License Renewal.)

TEMPORARY TAGS:

- a) Dealers may issue two types of temporary tags:
 - 1) Dealer's temporary tag.
 - 2) Buyer's tag.
- b) Rules for the use of temporary tags may be found in 43 TAC Chapter 215, Subchapter E.
- c) Dealers must obtain a unique number for each temporary tag through TxDMV's website at <http://www.TxDMV.gov/vehicles/dealers/etag.htm>. You must fill out the "Request for e-Tag Account Form" contained within this application in order to receive your username and password to access the e-Tag Database. Each license must have a separate account for obtaining the unique temporary tag number. More information about e-Tags, as well as a link to the login page for the e-Tag Database, can be found on our website at www.TxDMV.gov.

DUPLICATE LICENSES: (NOTE, FEES ARE NON-REFUNDABLE)

To request a reprint or a duplicate license please complete form LF901. You may fax this request to 512-416-4893 or mail to Motor Vehicle Division, P.O. Box 2293, Austin, TX 78768-2293. **The fee for this request is \$50.00.** The application and affidavit for a duplicate license are available on our website at: <http://www.TxDMV.gov/whatyouneed/forms/dealer2.htm>.

**CHAPTER 215, MOTOR VEHICLE DISTRIBUTION RULES, AND CHAPTER 503 OF THE TEXAS TRANSPORTATION CODE CONTAIN MORE DETAILS RELATED TO LICENSING.
PLEASE READ THESE CHAPTERS BEFORE YOU APPLY!**

**APPLICATIONS AND RULES ARE NOW AVAILABLE ONLINE AT:
<http://www.TxDMV.gov/vehicles/dealers/htm>**

NOTE: GENERAL DISTINGUISHING NUMBERS ARE NON-TRANSFERABLE.

REMEMBER!

THE DEALER MUST SIGN AND DATE THE BOND AND APPLICATION!

Form 1923/MVD-LP031
(11/09)

Replaces VTRD-150,
which is obsolete

SAMPLE

MOTOR VEHICLE DEALER'S SURETY BOND

Bond # _____

KNOW ALL BY THESE PRESENTS, THAT

Name _____

Address(es) _____

City, State, and Zip _____

As principal, whose place of business and any supplemental location(s) operated under the same general distinguishing number is/are located at the address(es) set forth above, and

Name _____

Address(es) _____

City, State, and Zip _____

as Surety, duly authorized and qualified to do business as a surety company in this State, are held and firmly bound to such persons who shall conduct business with said Principal in its capacity as a motor vehicle dealer in the penal sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000), for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors, and assigns.

WHEREAS, the above-named Principal is applying for a license as a motor vehicle dealer,

AND WHEREAS, said Principal is required by law (Tex. Transp. Code §503.033) to submit a properly executed surety bond, conditioned as set forth below, with said application for license,

AND WHEREAS, the bond shall run concurrently with the period of the license issued to the Principal.

THE CONDITION OF THIS OBLIGATION is such that, if during the effective period of this obligation, the Principal shall pay all valid bank drafts, including checks, drawn by the Principal for the purchase of motor vehicles and transfer good title to each motor vehicle that the Principal purports to sell, then this obligation shall be void; otherwise to remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the above obligation shall extend, without notification to the Surety, to any change of officers of the Principal if the Principal is a corporation, to any additional locations or changes of address of the Principal or to any substitution of business name of the Principal wherein ownership is not changed.

IT IS FURTHER UNDERSTOOD AND AGREED that this bond shall be opened to successive claims up to the face value of the bond. The Surety shall not be liable for successive claims in excess of the bond amount, regardless of the number of claims made against the bond. Recovery against the bond may be made by a person who obtains a judgment against a dealer assessing damages and attorney's fees for an act or omission on which the bond is conditioned if the act or omission occurred during the term for which the general distinguishing number will be valid. Payment of any judgment by the Surety shall be immediately reported to the Texas Department of Motor Vehicles, Motor Vehicle Division, P.O. Box 2293, Austin, Texas 78768.

IN WITNESS WHEREOF said Principal and Surety have executed this bond to be effective on the _____ day of _____, _____ and to expire on the _____ day of _____, _____.

DATED this _____ day of _____

(PRINCIPAL)

By: _____
(OFFICER'S OR PROPRIETOR'S SIGNATURE)

DATED this _____ day of _____

(SURETY)

By: _____

In accordance with Tex. Transp. Code §503.033, this form is prescribed but not furnished by the Texas Department of Motor Vehicles as approved by the Attorney General of Texas on July 16, 1985.

SAMPLE